

81-109 M



Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

1986 JUN 25 PM 2:50

Werner Rogers
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.
Associate State Superintendent

MEMORANDUM

TO: Arvil Ensley
Budget and Accounting Officer
Board of Postsecondary Vocational Education

FROM: Vickie Oakes^{Y.O.}
Records Management Officer
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

| | | |
|--------|-------------------|--------|
| 76-191 | 81-109 | 81-181 |
| 76-192 | 81-110 | 81-182 |
| 81-7 | 81-176 | 81-183 |
| 81-8 | 81-177 | 81-185 |
| 81-51 | 81-178 | 81-192 |
| 81-71 | 81-179A | 81-226 |
| 81-108 | 81-180A | |

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--------------------|--|-------------------------------------|--------------------------------------|
| Application Date | 1. Agency Address Industrial Development-Quick-Start Program Office of Vocational Education 340 State Office Building Atlanta, Georgia 30334 | Application Number 81-109 | Date Received FEB 4 1981 |
| Application Number | | | Date Completed FEB 11 1981 |

2. Person to Contact: Lynda L. Smith
Working Title: Senior Secretary
Telephone Number: 656-2550

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

July 1973 To Date

5. Records Series Title (followed by title used in office, if different)

Quick-Start Instructional and Training Material Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Quick-Start Program is responsible for providing instructors, equipment and materials for training Georgians in new or expanding industries in Georgia.

Under this program, as soon as the training facilities are properly equipped, competent, qualified instructors are brought in to conduct the training classes. In most instances, a company representative attends our Instructor Training Workshop, implemented and instructed by the Quick-Start staff. This gives them an intensive course in technical teaching methods before they begin instruction. Quick-Start furnishes a great variety of training materials and training aids to assist the instructors in their training.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

maintaining instructional materials and visual aids, used in instructor and personnel training.

Included are:

individualized instructional material, instructor training workbooks, training manuals, lesson plans and related materials.

File is arranged:

alphabetically by training course

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 65; Seven to twelve months old 65; Thirteen to twenty-four months old 30;
twenty-five months and older 5?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|-----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| X | | d. Does this series have historical or long term research value? |
| | n/a | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>0</u> years. | d. Audit period | <u>0</u> years. |
| b. Statute of limitation | <u>0</u> years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | <u>0</u> years. | f. Federal retention instructions | <u>0</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Much of the printed material for the industries is highly confidential. Many times the training material is used over and over again such as welding courses and basic mechanics, including training manuals.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|--------------|--|----------------|
| <i>[Signature]</i> | <u>30/81</u> | <i>Walker L. Baumgardner</i> | <u>2-2-81</u> |
| | | State Records Committee (Signature) | Date |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Auditor/Designee | <u>2-10-81</u> |
| | | Secretary of State/Designee | <u>2-9-81</u> |
| | | Attorney General/Designee | <u>2-10-81</u> |